

## **Randolph Township Personal Information Policy**

At Randolph Township, we are proud of the precautions we take to safeguard the personal and confidential information that comes into our possession against improper disclosure to or misuse by third parties.

### **We WILL:**

Comply with all applicable laws and rules regulating the disclosure of personal information.

Use personal information only within the scope of our business matters.

Use and disclose Social Security numbers only after determining who has a “need to know”  
them, and limit access to those persons and as permitted by applicable law.

Protect the confidentiality of Social Security numbers that we might need to know,  
and  
prohibit their unlawful disclosure.

Maintain our computer systems, paper files, and office locations in secure  
environments and  
restrict access to them.

Destroy, shred, erase, or make unreadable personal data contained in documents and  
computer files before disposal.

### **We WILL NOT:**

Share or collect the personal data of our employees, except as warranted by our  
responsibilities as an employer and as permitted by applicable law.

Share or collect personal data of other persons, except as appropriate to conduct our  
business  
in accordance with applicable law.

Sell or rent personal data to third parties.